

Paper to Data

Dealing with inbound paper invoices is a time-consuming and costly task. With Paper to Data you can easily transform this function by eliminating paper and introducing a quicker more cost effective process from day one.

Your first step toward full electronic invoicing

Paper to Data is part of the EIPP product suite from D+H. With Paper to Data, we receive and scan all your inbound paper invoices and output the data directly into your ERP or finance system.

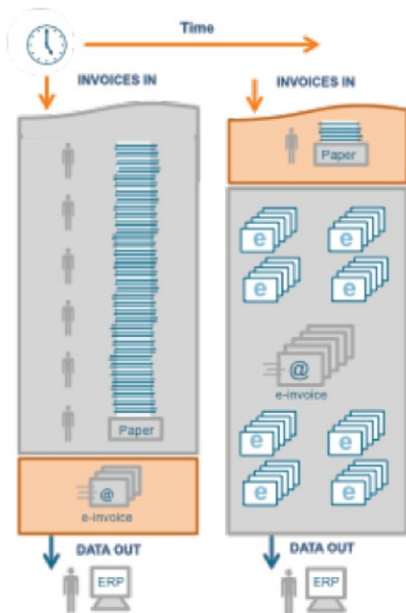
Your finance team can then view and manage all invoice data online from one secure location quickly and simply. The many benefits of replacing paper with a fully automated payables process include cost reduction, improved efficiencies, better transaction visibility and enhanced working capital management.

Paper to Data is also a cost-effective stepping stone to full e-invoicing. Following implementation we can work with you to get all your suppliers onboard, enabling you to make the easy migration to a fully automated AP process over time.



Features & Benefits

- Free up your AP staff by eliminating slow, error prone repetitive tasks such as opening envelopes and re-keying data.
- Process invoices quicker and get valuable data into your finance system as soon as possible for better visibility and faster online processing.
- Strict query controls ensure accuracy and efficiency throughout the process to eradicate errors and save time and money.
- Eliminate manual processing and storage of paper documents from day one. No more lost invoices or filing cabinets full of invoices.
- Strict quality controls are integral to the Paper to Data process, ensuring accuracy and security of all document data.
- Invoice data is immediately uploaded to your finance system upon receipt, giving you real-time access to all payables data.
- Paper to Data introduces efficiencies throughout the AP function to streamline existing processes and lower invoice processing costs.





The Paper to Data Process

1. Document preparation

Supplier invoices are posted to your unique PO Box, which re-directs to the processing centre. The mail is opened and the invoices are checked, separated and batched for scanning.

2. Image capture

The invoices are scanned at high resolution and are automatically sized and de-skewed. The images are captured at optimal thresholds to enable further automated processing. At the end of image capture, the entire batch is subjected to rigorous quality control checks.

3. Data capture

Advanced intelligent character recognition techniques are used to recognise the data items in the invoice image. The data items are aggregated and automatically processed with an extensive rules and master supplier database. The service automatically applies the knowledge learnt from capturing data for other buyers to your batch. Captured data is also subjected to rigorous inspection by an experienced data capture operator.

4. Data validation

Strict validation rules specific to invoices are applied to the captured data. A host of rules are applied to the XML data to ensure the generated electronic invoice is correct and complete.

5. Data delivery

Electronic Invoices are created in the Accountis EIP e-invoicing hub from the captured data. The Accountis EIP e-invoicing service presents the digitally signed PDF invoices and invoice data to the buyer. It also enables suppliers to view and search the sent invoices through the supplier portals.

The Benefits of Paper to Data

Eliminate paper from day one

No more manual processing and storage of paper documents. No more lost invoices or filing cabinets full of invoices you cannot find.

Implement full e-invoicing over time

Following Paper to Data deployment we will immediately ramp up the volume of electronic invoicing by offering your suppliers an e-invoicing solution. You get an electronic data feed from day one but reduce costs and processing times in the longer term.

Be more accurate – eliminate errors

Strict quality controls are integral to the Paper to Data process, ensuring accuracy and security of all document data. Automated data capture and data validation avoids the errors introduced by manual data entry. Before data is imported into the finance system it is fully validated to minimise exceptions downstream.

Faster data entry into finance systems

Invoice data is immediately uploaded to your finance system upon receipt, giving you real-time access to all payables data. All new and archived documents can be viewed easily and all transactions monitored. This will give you better visibility, improve capital management and speed up payments, enabling you to benefit from early payment terms.

Data archiving and full digital back-up

Once in the system, all AP document data is readily available online 24/7 from any location. This not only facilitates powerful search and retrieval functionality but also provides long-term digital back-up.

Cut costs in AP processing

Paper to Data introduces efficiencies throughout the AP function to streamline existing processes and lower invoice processing costs. By eliminating unnecessary manual tasks AP staff can be deployed to more productive activities.

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